Medical Arrangements and Guidance on Administration of Medicines in School Policy - Federation

Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of *any updates* they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:	Amanda Westlake – Fortuna Michelle Rook - Athena
Updated on:	January 2025
Date to be reviewed:	January 2026
Date ratified at FGM:	24/2/2025

Purpose and Aim of the policy:

The overall aim of the policy is to promote independence through encouraging pupils to manage their own medicines as far as they are able, and to ensure medicines are stored and administered in a safe and correct manner.

The Fortuna and Athena Federation takes pride in caring for the welfare of the children. We encourage working in partnership with parents and carers. We welcome close liaison with other agencies and professionals in supporting the health of the children.

A Medical Details Sheet will be raised on Integris by the Senior Administrator and a copy placed in the child's education file, a copy will be given to the first aider to be kept with the medical files in the First Aid Room and a copy to the respective teachers. After School Clubs at Fortuna have a copy of all medical detail sheets. On a child's Annual Review there will be a sheet available to find out medication updates/changes.

A First Aid risk assessment is undertaken yearly to determine we have adequate and appropriate provision.

Arrival of Medications in school:

Fortuna	**Athena**
The passenger assistant from school transport will carry the medicine and immediately on arrival transfer it to the admin assistant. The admin assistant and the First Aider sign the medication into the Medication folder and put it straight into a locked box. The medication is removed from the office in the locked box at 9am straight into the locked cupboard in the First Aid Room. All medication must be countersigned. All medication to be signed in and out by a member of staff that has completed their administration of medication training. A list of trained staff is in the front of the medical folder and on the shared drive in the first aid folder. - in their absence a member of SMT will sign the medication in and out.	The passenger assistant from school transport/appropriate adult will carry the medicine and immediately on arrival transfer it to a member of the school office (main reception) Appointed staff (Annexe & Main building) who will sign it into the medical tracker and transfer it to the medical cabinet located in the Annexe office/First aid medication room in main building. All medication must be countersigned. All medication to be signed in and out by a member of staff that has completed their administration of medication training. A list is available of trained staff in/on the medical cabinet in both buildings- in their absence a member of SMT will sign the medication in and out.

Short term treatments:

Fortuna	**Athena**
If the Head of School, parents/carers and doctor agree the child is well enough to be in school, special arrangements may be considered, if a child is to receive a course of antibiotics, while attending school. A locked fridge is available to store medication that requires it.	If the Head of School, parents/carers and doctor agree the child is well enough to be in school, special arrangements may be considered, if a child is to receive a course of antibiotics, while attending school.

Prescription medication:

Fortuna	**Athena**
Medication will only be accepted into school in its original container with a pharmacy label, child's name, with the amount /frequency/time clearly legible and within date. All prescribed medication will be accepted in school in a fortnightly supply or full unopened box, parents/carers will be notified when more medication is required and the empty medication box returned home. For off site visits, any medication is secured in a lock box and administered by trained staff. Prescribed medication can be given 30 minutes prior and 30 minutes after the prescribed time, anything outside of these times we need to seek parental advice and inform SMT.	Medication will only be accepted into school in its original container with a pharmacy label, child's name, with the amount /frequency/time clearly legible and within date. All prescribed medication will be accepted in school in a fortnightly supply or full unopened box, parents/carers will be notified when more medication is required and the empty medication box returned home. For off site visits, any medication is secured in a lock box and administered by trained staff. Prescribed medication can be given 30 minutes prior and 30 minutes after the prescribed time, anything outside of these times we need to seek parental advice and inform SMT.

Non-Prescription medication:

Fortuna	Athena
Staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carers and agreement from the Head of School. Any non-prescribed medication i.e. eczema cream, bite cream, must be handed into the office by a responsible adult with a written permission form from the parent/carer – giving clear instructions for the child to self-apply/medicate and authorisation sought from SMT to allow the self administration of the medication. The medication should have the child's name clearly marked on it. **Pain Relief-** If children return to school and are still so unwell that they require regular Calpol, it would be advised that they should continue to rest at home until they are well enough to return. However, in some circumstances, the school may agree to administer Calpol, at the head teachers discretion and with consent from parents/carers. This will be considered on individual circumstances and is at the schools discretion. If a pupil is in school and develops a high temperature or becomes unwell, parents will be contacted to arrange for the pupil to go home. Due to some children travelling long distances, the school may consider it appropriate to liaise with parent/carer to see if they wish for Calpol to be administered before leaving school to support the child during their journey home. If children are considered too unwell to travel by taxi, the school will ask parents/carers to collect the child. If a child is given Calpol in school they must take home a form stating the time and amount of Calpol given.	Staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carers and agreement from the Head of School. Any non-prescribed medication i.e. eczema cream, bite cream, must be handed into the office by a responsible adult with a written permission form from the parent/carer – giving clear instructions for the child to self-apply/medicate and authorisation sought from SMT to allow the self administration of the medication. The medication should have the child's name clearly marked on it. **Pain Relief-** If a child requires pain relief, while at school. School can administer Paracetamol (school supply). This is at the discretion of the Head Teacher or SLT in their absence. Permission must be sought from parent/carer for this to happen. This will be considered on individual circumstances and is at the schools discretion.

Administration of medication:

Fortuna	Athena
Only staff that have completed their Administration of Medication Training can administer medication – a list is kept on the medicine cabinet/ and medical folder with expiry dates. Administration of medication is witnessed by two members of staff, which is then evidenced in the medication folder under that child's name. The administrator and witness must sign and initial. The completed medical records are archived in the child's education file. The information is transferred on to a new form by two members of staff. Only staff that have completed their administration of medication in school qualification can administer medication, but any staff can countersign/witness the administration. (in house training given) The school is not prepared to be involved in the covert administration of medicine. A child will always be aware that medication is being given. It will not be disguised in a diluted formula or masked in any way. If a child needs medication by injection then an outside agency will come into school and give relevant training and sharp boxes will be provided for the disposal of used equipment and log filled in as above. If medication needs to be removed from the first aid room it must be transferred into a locked metal box. We limit the medication going into classrooms by using the staff in the main school office to countersign. Pupils that self administer insulin for Diabetes, do so, witnessed by staff and this is recorded on medical tracker.	Only staff that have completed their Administration of Medication Training can administer medication – a list is kept on the medicine cabinet in both buildings, with expiry dates. Administration of medication is witnessed by two members of staff, which is then evidenced on medical tracker under that child's name. The administrator and witness must both oversee this process. The completed medical records are archived on the medical tracker programme. Any new medication is added onto medical tracker, by the appointed person in each building. Only staff that have completed their administration of medication in school qualification can administer medication, but any staff can countersign/witness the administration. (in house training given) The school is not prepared to be involved in the covert administration of medicine. A child will always be aware that medication is being given. It will not be disguised in a diluted formula or masked in any way. If a child needs medication by injection then an outside agency will come into school and give relevant training and sharp boxes will be provided for the disposal of used equipment and log filled in as above. Pupils that self administer insulin for Diabetes, do so, witnessed by staff and this is recorded on medical tracker.

Storage of medication:

Fortuna	Athena
The medicine is stored in locked metal tins in a locked cabinet in the First Aid Room. All staff members have a key to the medication cabinet.	The medicine is stored in a locked cabinet in the first aid room of the Main Building and the staff room of the Annexe. The key for the cabinet is kept in the school office and signed in and out.

Self Medicating:

Fortuna	Athena
Children must not carry medicines themselves for self-administration during the day. The medication will be kept in the classroom cupboard in a clearly marked plastic wallet. Children are encouraged to participate in the self administration of medications particularly the use of inhalers, checking sugar levels for diabetes if SMT approved this and this will be witnessed by staff and recorded.	Children must not carry medicines themselves for self-administration during the day. The medication will be kept in the classroom cupboard in a medical secure box. Children are encouraged to self-medicate particularly the use of inhalers if SMT approved this and this will be witnessed by staff and recorded on Medical Tracker.

Inhalers:

Fortuna	Athena
Inhalers are kept readily accessible in the classroom cupboard in a zipped plastic wallet labelled with the child's name clearly written. This will be kept in the cupboard in the child's classroom. All use of the inhaler will be	Inhalers are kept in a clear box in the relevant classroom and are easily accessible for the pupil if required. Use is recorded on Medical Tracker and witnessed by staff.

recorded on the Administration of Inhaler Record Sheet that is kept with the inhaler in the plastic wallet. Two adults will witness. Phone call/diary update to parent/carers to be made at the end of the school day. Regular checks are made by staff for expiry dates on inhalers – a written record is kept in the medication administered book. We ask parents of children who are prescribed an inhaler to send one into school for us to keep on the premises. We also have emergency inhalers for use in school if necessary.	Medical Tracker is used to track expiry date for inhalers, and when required staff will be notified when a new inhaler is required. All pupils who require the use of an inhaler have one that is prescribed that remains in school.

Medical Information for Parents / Carers:

The school Policy for the administration of medication in school is as follows;

- Two weeks' supply of medication in school at any one time.
- Medication should be in original pharmacy packaging.
- Child's name, time and amount clearly stated on the box.
- Any changes to the dose/amount please ask the Doctor to confirm the changes by letter to the school. No changes in medication will be given until officially notified by the prescribing Doctor.
- Medication is given as a goodwill gesture by staff. Due to the nature of the school it may not be possible to administer the medication. On these rare occasions we will endeavour to notify parent/carers.
- Staff will always give medication to children in an emergency, i.e. Asthma, Epilepsy etc.
- If you are unable to bring your child's medication into school yourself, you may hand it to your child's PA who will then ensure the medication is safely handed over at school and signed in by a member of staff. Please do not allow your child to handle any medication.
- Children who have Sickness and/or Diarrhoea must stay at home for at least 48 hours, before returning to school.

Disposal of medications:

Any medication that is no longer required in school should be returned home for disposal/ or disposed of at the local pharmacy ensuring any personal details are removed.

Refusal to take medication:

If a pupil refuses to take any medication, this should be recorded on the medical form/medical Tracker and SMT/parents/carers informed.

REQUEST FOR SCHOOL TO ADMINISTER MEDICINE

. . . . . (Name of pupil) has been prescribed medication by the doctor. It is essential that part of the overall dosage is administered during the school day. I would like this to be administered in school under the supervision of school staff. I have read and understand the school policy on the administration of medicines and I agree to follow the laid down procedures.

. . . . . (Signed: parent/guardian)

. . . . . (NAME of PARENT)

. . . . . (Date)

Please provide the following information:

Name of prescribing doctor . . . . . .

Address . . . . . .

. . . . . .

. . . . . .

Phone . . . . . .

Reason for medication . . . . . .

Name of medicine . . . . . .

Dosage . . . . . .

Time to be administered . . . . . .

NOTE: Medicines must be in the original container as dispensed by the pharmacy bearing the pupil's name and dosage details.

MEDICAL TREATMENT

Consent to emergency and routine medical, surgical and dental treatment.

Name of child . . . . . .

If urgent medical, surgical or dental treatment should become necessary while in attendance at the above named school, I hereby grant permission for the Head of School or authorised person to sign on my behalf, the necessary consent form(s) for such treatment, including administration of an anaesthetic and any special tests which may be required.

I also give consent for routine tests that are carried out such as eyesight, height and weight and hearing.

Signed……..Date……
….

Verbal Permission Confirmation Sheet.

PLEASE CHECK WITH SMT BEFORE RINGING PARENT/CARERS

On the rare occasions when medication is sent in with a child, verbal consent must be ~~sor~~t sought from the Parent/Carer. Without this we cannot administer the medication.

Please note a member of the Senior Management Team **MUST** be present when making the call to Parent/Carer.

Child's Name: .....

Date	Time	Parent/Carer	Medication and Dose	SMT Sign	Initials	Staff Member	Initials	Medication Form sent home for signing

Form to be filed in child's education file

SEND FORM HOME TODAY TO BE SIGNED BY PARENT/CARER

Record of medication administered in school

Name of Pupil _____ Medication _____

Date	Time	Received from Home/ Carried Forward	Amount given	Total amount remaining in school	Empty Box / amount sent home	Staff signature	initials	Witness signature	initials

SELF MEDICATION FORM

Pupil name_____

Medication_____

Date	Time	Amount	Witness signature	Initials	Witness signature	Initials

PLACE FULL SHEET ON PUPIL'S EDUCATION FILE

NEW SHEET FOR EVERY NEW ACADEMIC YEAR

Administration of Inhaler Record Sheet

Pupil Name_____

Date	Time	Amount	Witness signature	Initials	Witness signature	Initials

PLACE FULL SHEET ON PUPIL'S EDUCATION FILE
NEW SHEET FOR EVERY NEW ACADEMIC YEAR

Inhaler Expiry Dates

Pupil name	Class	Expiry date